

## APPENDIX C: Risk Assessment: UTC Warrington, January 2021

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Why is this document needed: Public Health England and the Health and Safety Executive require this documentation to ensure end to end health, safety and infection control risks for mass lateral flow testing are identified, pre-assessed, managed and monitored regularly by the site owners and testing operators

Assessment Date	04/01/2021	Lead Assessor	Amanda Downing	Contract	N/A	Assessment Number	1
<b>Activity / Task</b>							
<b>Description of task / process / environment being assessed</b>	General and clinical activities on the asymptomatic testing site at <u>UTC Warrington</u>						
<b>Activities Involved</b>	Traversing the site on foot Testing staff and students					<b>Location</b>	<u>The science conference room – 3<sup>rd</sup> floor</u>
<b>Who Might be affected</b>	Employee ✓	Client ✓	Contractor ✓	Visitor ✓	Service User ✓		

<b>Hazard Identification and evaluation</b>							
No	Hazards	Associated risks	Current Control/ Mitigation Measures	Risk Evaluation (post measures)			Additional control needed?
				Probability	Severity	Risk	Action No
1	Contact between subjects increasing the risk	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li><b>Asymptomatic:</b> All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned</li> </ul>	3	2	6	

	of transmission of COVID19		<p>within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms.</p> <ul style="list-style-type: none"> <li>• <b>Face masks:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building and test site.</li> <li>• Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</li> <li>• Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by registration staff.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</li> <li>• <b>Hand hygiene:</b> All subjects to use hand sanitiser provided on arrival &amp; adherence to this enforced by registration staff.</li> <li>• <b>Social distancing:</b> Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from registration, queue management &amp; sampling staff.</li> <li>• A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff.</li> <li>• <b>Cleaning:</b> Regular cleaning of the site including wipe down of all potential touchpoints in accordance with PHE guidance.</li> <li>• Limited clutter-chairs only on request; no physical handing of documents to subjects except barcodes and registration card.</li> </ul>				
2	Contact between subjects and staff increasing the risk of transmission of COVID19 : <a href="#"><u>Welcome &amp; registration</u></a>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>• <b>Asymptomatic:</b> All subjects are to be advised in advance not to attend if they have any symptoms of COVID 19, or live with someone who is showing symptoms of COVID 19 (including a fever and/or new persistent cough) or if they have returned within 14 days from a part of the world affected by the virus or have been in close contact with someone who is displaying symptoms.</li> <li>• <b>Social distancing:</b> Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from registration, queue management &amp; sampling staff.</li> <li>• <b>Face masks:</b> Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building and test site.</li> <li>• Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</li> <li>• Requirement to wear face covering/mask to be reminded to all subjects in advance at time of test booking.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked on arrival by registration staff.</li> <li>• Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</li> <li>• A one-way flow of subjects through the building is to be initiated and maintained at all times. Compliance with this is to be ensured by queue management staff.</li> </ul>	2	2	4	

			<ul style="list-style-type: none"> <li><b>Registration:</b> Subjects to complete their own registration using personal device where appropriate. Subjects without a personal device are to be registered manually by the Registration Assistant in advance with the details provided with consent.</li> </ul>				
3	Contact between subject and sampler increasing the transmission of COVID19: <u>Sample taking</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Screen divider to separate subject and sampler during testing routine.</li> <li>Sampler to wear PPE – face mask, face shield, disposable apron, disposable gloves.</li> <li><b>Social distancing:</b> Two metre social distancing to be maintained between subjects with measured floor markings in place to ensure compliance in addition to verbal reminders if necessary from sampling staff.</li> <li>Face masks: Prominent signage reminding attending subjects of the above to be displayed at the entrance to the building.</li> <li>Face coverings/masks to be worn by subjects at all times whilst on the premises except for brief lowering at time of swabbing.</li> <li>Compliance with wearing of face covering/mask of all subjects to be visually checked through building by queue managers and all other staff.</li> <li>Sampler to complete NHS Test and Trace training on correct procedures to handle the sample, including not handling the fabric tip of the swab, to avoid spillage and to change PPE in the event of contamination.</li> </ul>	1	3	3	
4	Contact between sample and test centre runner increasing the transmission of COVID19: <u>Sample transport</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Sampler to wear PPE – face mask, face shield, disposable apron, disposable gloves. With replacement PPE available in close proximity</li> <li>Hand washing /sanitising available for test centre runner.</li> <li>Sanitising wipes and spray fluid available for test centre running and test candidate to use.</li> <li>Cleaning operative on hand to clear any spillages/bodily fluid.</li> </ul>	1	3	3	
5	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample processing &amp; analysis.</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>Subject to handle swab and hand to sample tester through plastic screen divider.</li> <li>Subject handler to wear full PPE – mask, face shield, disposable apron and disposable gloves – removing gloves between handling samples. All testing operatives to complete NHS Test and Trace training to understand how to wear protective equipment.</li> <li>Dispose of PPE in the event of contamination.</li> <li>Samples to be placed in tray for duration of 30minutes whilst testing is carried out. Lateral Flow Device to be handled only with correct PPE.</li> </ul>	1	2	2	
6	Contact between samples and sample testers increasing the transmission of COVID19: <u>Sample</u>	Transmission of the virus leading to ill health or potential death	<ul style="list-style-type: none"> <li>All sample equipment to be disposed in healthcare waste bin at the end of each session.</li> <li>Contamination of PPE to be disposed in healthcare waste and new PPE acquired.</li> <li>Lateral Flow Device to be placed in tray for the duration of testing process. Tray to be handed to results recorder to input test result to limit contact with device.</li> <li>Healthcare waste bins to be emptied when full and at the end of each session.</li> </ul>	1	2	2	

	<u>disposal and waste disposal</u>						
7	Incorrect result communication	Wrong samples or miscoding of results	<ul style="list-style-type: none"> <li>2 identical barcodes are provided to subject at check in.</li> <li>The subject registers their details to a unique ID barcode before conducting the test.</li> <li>For students under 16 – barcodes are preregistered by a trained registration assistant.</li> <li>Barcodes are attached by trained staff at the sample collection bay. Barcodes are checked for congruence at the analysis station 1 and applied to Lateral Flow Device at this station.</li> </ul> <p>A full test register is completed with barcodes included for students/staff to refer back to if required.</p>	1	1	1	
8	Damaged barcode, lost LFD, failed scan of barcode	Orphaned record on registration portal & No result communicated to individual	<ul style="list-style-type: none"> <li>Rule based recall of subjects who have not received a result within 7 hrs of registration.</li> <li>Subjects are called for a retest.</li> </ul>	1	1	1	
9	Extraction solution which comes with the lab test kit contains the following components: $\text{Na}_2\text{HPO}_4$ (disodium hydrogen phosphate), $\text{NaH}_2\text{PO}_4$ (sodium phosphate monobasic), $\text{NaCl}$ (Sodium Chloride)	These components do not have any hazard labels associated with them, and the manufacturer states that there are no hazards anticipated under conditions of use as described in other product literature. This is the case for exposure to: eye, skin, inhalation, ingestion, chronic toxicity, reproductive and developmental toxicity, carcinogenicity, and medical conditions aggravated by exposure.	<ul style="list-style-type: none"> <li><b>PPE:</b> nitrile gloves which meet the Regulation (EU) 2016/425 to be used at all times when handling the extraction solution. Safety glasses with side shields which are tested and approved under appropriate government standards to be worn at all times when handling the extraction solution. Impervious clothing to be worn to protect the body from splashes or spillages.</li> <li><b>Environmental:</b> do not let product enter drains</li> <li><b>Spillages:</b> wipe surfaces which the solution has been spilt on and dispose of cleaning material in line with the lab's waste disposal procedures</li> <li>Do not use if the solution has expired</li> <li>Training to be provided in handling potentially biohazardous samples, chemicals and good lab practice. Adhere to guidelines in these training procedures to prevent improper handling.</li> <li>Follow procedures on the MSDS form provided by Innova to mitigate against inhalation, skin contact or ingestion of these chemicals.</li> </ul>	1	1	1	
10	Occupational illness or injury		<ul style="list-style-type: none"> <li>Normal absence procedure to be followed in the event of illness/sickness/injury before working day begins.</li> <li>Incidents that happen on site to be recorded and actioned in line with accident log.</li> </ul>	1	1	1	
11	Manual handling		<ul style="list-style-type: none"> <li>Movement of equipment to be handled by facilities team.</li> </ul>	1	1	1	
12	Unauthorised access by		<ul style="list-style-type: none"> <li>Testing site is accessible to members of UTCW only (students and workforce) and is not accessible to members of the public.</li> </ul>	1	1	1	

	members of the public						
13	Uneven surfaces (floor protection in the Testing and Welfare areas)		Not applicable				
14	Stairs to / from sample processing / registration area and welfare space		Not applicable				
15	Inclement weather		Not applicable				
16	Electrical safety / plant & equipment maintenance Defective electrical equipment		<ul style="list-style-type: none"> <li>Defective equipment to be reported to facilities staff in line with school procedures.</li> </ul>	1	1	1	
17	Use of shared equipment		<ul style="list-style-type: none"> <li>Sampling equipment to be used by one consistent sampler throughout individual sessions.</li> <li>Cleaning and sanitising products to be made available to disinfect shared equipment between samples.</li> <li>Hand sanitiser and cleaning equipment to be made available at the sampling station for subjects to disinfect equipment to be used by other subjects.</li> <li>Routine cleaning of testing site at the end of each session.</li> </ul>	2	2	4	

Control Improvements				
Action No	Recommended additional control measures	Responsibility	Target Date	Date completed
1	Content of the risk assessment to be communicated with all workers as part of induction	Team leader	11.01.21	11.01.21

2	Toolbox talks to be delivered to all workers on a regular basis including slips trips falls and complacency	Team leader	Every 6 weeks	

<b>Additional Notes</b>

